

**CONFIDENTIAL****ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

OC-AMD Staff Notes 7 - 11 October 1985

**FROM:****EXTENSION****NO.**

C/OC/AMD

**DATE****TO:** (Officer designation, room number, and building)**DATE****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)**RECEIVED****FORWARDED**1.  
D/CO2.  
DD/CO

17 OCT 1985

17 OCT 1985

3.  
C/OPS

17 OCT 1985

17 OCT 1985

4.  
OC-EXA

17 OCT 1985

17 OCT 1985

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OC/OL/ISC

Archiving

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OC- 13822-85

16 OCT 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[REDACTED]  
Chief, Administrative Management Division, OC

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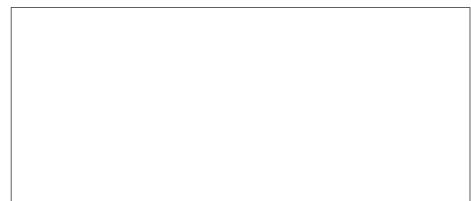
1. During the week, Panel N personnel strength decreased by one due to a file shop. During the week, there were no gains and one loss in Panel D personnel. The sole loss was due to the resignation of a TCO-02 officer. According to our latest figures, Panel D is currently 22 personnel under authorized ceiling (due mainly to 21 promotions to Panel O).

2. The "Good Neighbor" program has recently been set up in the EDAC office for those employees returning to the HQS area after one or more tours overseas. In essence, it is a list of OC people living in various neighborhoods willing to answer questions about their neighborhood (i.e., schools, services available in the neighborhood, etc.). While realizing that most returnees have friends in the HQS area, sometimes those friends do not necessarily live in the same area as the returnee...hence the "Good Neighbor" list.

25X1 3. OSG activities included the processing of 10 TDY personnel, 2 returnees, and 2 file shops (MCN & MCI). OC is currently providing 15 Panel D, 2 Panel E, and 2 Panel N, CONUS-based personnel, for TDY support of the Foreign and Domestic Networks. Sub-FAN [REDACTED] OSG support, has obligated \$86,900 against FY-86 funds as of this week and carry-overs from TDY requirements which began in FY-85.

25X1 4. [REDACTED] Chief, Position Management & Awards Section, went TDY to MENCA Headquarters during the week of 7 - 11 October 1985 to brief the TCO Conference on the OC Experimental Pay Banding System and related matters.

25X1 WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED



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5. The monthly OC Ceiling and Strength Report, reflecting 30 September 1985 (end of FY-85) figures, was prepared and distributed. The bottom line showed an Office shortfall in strength of minus 86.

6. RES received word from OP during this reporting period that the ratio of applicants EOD'ing from those Placed-In-Processing increased in ratio from 1 for 7, to 1 for 4.95 during the last quarter.

7. ITT Institute in Evansville Indiana, has been contacted and found to have 50 to 75 Electronic Technicians with AA degrees who are looking for positions in this discipline. The Placement Officer at the school is compiling a list of these individuals and RES will schedule a trip to the Institute upon receipt of the list of candidates.

8. The New Reservation Technical Schools are beginning to graduate Electronic Technicians with AA degrees and the Bureau of Indian Affairs has been contacted by RES. They will send RES a list of these schools. It is believed that successful recruitment in this area will improve the minority ratio in OC.

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25X1 11. The periodic audit [ ] for the period 1 July 1984 thru  
25X1 30 September 1985 will begin on 16 October. A team of three  
auditors headed by [ ] will conduct the audit.

25X1 12. The Instructional Support Department has coordinated a  
preparatory meeting with [ ] at the  
Communications School (CS) on 17 October 1985. This meeting will  
25X1 concern the initialization of Phase I for the Time Division  
Multiple Access (TDMA) courseware development project by [ ] for  
25X1 delivery on computer-based training (CBT).

14. OC-FND representatives provided a demonstration of the  
PRT-250 to 15 Telecommunications Trainee Panel D students. Seven  
instructors from the Basic Operations Training Department also  
attended. Students and instructors were impressed with the  
capabilities of the system and the excellent voice quality during  
the contacts.

15. The first "PURGE" meeting to discuss training support for  
this project was held on 4 October. The projected installation  
schedule is extensive and will need coordination from the Foreign  
Networks Division area installation teams concerned if CS is to  
meet the necessary training requirements.

16. Task Analysis is in progress for the SC-3 "Accelerated  
Learning (AL) project. Accelerated learning conversion is  
projected to cut 25 percent of the time required to conduct the  
SC-3 course. The SC-3 instructors will be quite busy with the AL  
project, CBT conversion of the TDMA training, as well as overseas  
training requirements.

25X1 17. The comprehensive exercise for TCA Class 3-85 began on 8  
October when live circuits [ ] were established. This  
25X1 exercise will be held until 8 November and includes the operation  
of three separate field stations at CS and the Training Annex  
facility [ ]

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18. Graphics work continues on the KG-84 handbook with 95 percent of the drawings completed.

19. New tables were placed in many of the classrooms. This, coupled with other projects, such as computer flooring is contributing to the improvement of the appearance of the school building.

20. Instructional Support Department completed a project package detailing requirements for renovating [redacted] and setting up 16 Computer-Based Training (CBT) positions. This is to provide CS the capability to deliver CBT using DEC, IBM, and Kee CBT systems.

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